

**Town of Sunset Beach  
Monthly Council Work Session  
July 19, 2011**

**MINUTES**

**Members Present:** Mayor Ronald Klein, Mayor Pro-Tem Lou DeVita, Councilman Bob Bobinski, Councilwoman Karen Joseph, Councilwoman Carol Scott, and Councilman Wilson Sherrill.

**Members absent:** None

**Attorney & Staff Present:** Gary Parker, Town Administrator; Donna Rogers, Finance Director; Dustin Graham, Public Works Department Director; Chris Barbee, Fire Chief; Lisa Massey, Police Chief; Sandy Wood, Chief Building Inspector and Lisa Anglin, Town Clerk.

**Planning Board ETJ Vacancy Interview**

The Council interviewed Bob Tone for the Planning Board ETJ Member vacancy.

**Public Comments – Agenda Items Only**

Mac Nelson 401 30<sup>th</sup> Street – Recommended that the Council consider hiring meter maids to enforce the parking restrictions to allow the full time police officers to handle other duties.

Joe Santavicca 9109 Forest Drive – Voiced opposition to hiring reserve police officers to replace the code enforcement officers for the beach patrol.

Herb Tinger 711 Oyster Bay Drive – Questioned the placement of the no parking within 30 feet of a corner signs and recommended installing signs on both sides of the poles to eliminate the confusion when someone parks within the 30 feet space but doesn't see the sign because it is only visible from the other direction.

**Resolution of Designation of Applicant's Agent**

Gary Parker advised the Council that a Resolution is need to replace Larry Crim and Jeff Curtis with Gary Parker and Sandy Wood for the FEMA Grant funds for the Hurricane Shutter project.

COUNCILWOMAN SCOTT MADE A MOTION TO ADOPT THE RESOLUTION DESIGNATING GARY PARKER AND SANDY WOOD AS THE TOWN'S AGENT IN ORDER TO RECEIVE THE FINAL PAYMENT OF THE FEMA GRANT FUNDING FOR THE HURRICANE SHUTTER PROJECT. COUNCILMAN BOBINSKI SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

### **Pay Plan Adjustments**

Gary Parker and the Council reviewed and discussed the Pay Plan Adjustments information provided. Gary Parker recommended that the Council consider increasing the Salary Grade Number 2 – 4 by 5%; add Salary Grade Number 5 Equipment Operator III with a minimum and maximum salary range of \$27,504 - \$41,256; to increase Salary Grade Number 7 – 14 minimum and maximum by 2% and to make no changes to Salary Grade Number 16 - 23.

MAYOR PRO-TEM DEVITA MADE A MOTION TO ADD THE CONSIDERATION OF THE FOLLOWING TO THE AUGUST 1, 2011 AGENDA:

- 5% SALARY GRADE INCREASE TO SALARY GRADE NUMBER 2 – 4
- ADD SALARY GRADE NUMBER 5 EQUIPMENT OPERATOR III
- ESTABLISH \$27,504 - \$41,256 AS THE MINIMUM AND MAXIMUM SALARY RANGE FOR SALARY GRADE NUMBER 5
- HIRE A CONSULTANT TO PERFORM A SALARY STUDY TO PROVIDE A BASIS FOR THE COUNCIL TO ESTABLISH PREFERRED SALARY RANGES

COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

The Council discussed the vehicle provided to the Public Works Director to compensate for the additional duties assigned without a pay increase when the Assistant Administrator retired. The Council reached a consensus to continue to provide the Public Works Director with a vehicle.

### **Beach Patrol Reserve Officers**

Gary Parker and the Council reviewed and discussed the Beach Patrol Reserve Officers information provided including the NC League of Municipality recommendation to hiring sworn law enforcement officers as opposed to civilians for the beach patrol service. The Council questioned Police Chief Lisa Massey in regards to staffing, emergency assistance capability, equipment needs and scheduling.

COUNCILWOMAN JOSEPH MADE A MOTION TO ADD TO THE AUGUST 1, 2011 AGENDA THE CONSIDERATION OF HIRING RESERVE LAW ENFORCEMENT OFFICERS TO PERFORM BEACH PATROL. MAYOR PRO-TEM DEVITA SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

The Council discussed the request from Bob Tone, Code Enforcement Supervisor, to increase the Code Enforcement employees pay from \$10 to \$10.25 per hour and the Code Enforcement Supervisor pay from \$13.25 to \$13.59 per hour resulting in a budget increase of \$322.70.

COUNCILMAN SHERRILL MADE A MOTION TO INCREASE THE CODE ENFORCEMENT EMPLOYEES PAY FROM \$10 TO \$10.25 PER HOUR AND THE CODE ENFORCEMENT SUPERVISOR PAY FROM \$13.25 TO \$13.50 EFFECTIVE AS OF JULY 1, 2011. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

### **Solar Compactor Demonstration & Discussion**

Jean Dodd, Waste Management Public Sector Marketing Manager, demonstrated the solar compactor for the Council and answered questions.

### **Certifications Policy**

Gary Parker and the Council reviewed and discussed the proposed amendment to Section 18 Salary Adjustments for Certifications of the Personnel Policy. Lisa Anglin will contact other municipalities and the NC League of Municipalities and provide to Council what others are using when establishing salary adjustment for certifications.

The Council reached a consensus to move the following Agenda items to the August 1, 2011 Agenda:

- WRC Agreement
- Underground Wiring
- Annexation Resolution of Consideration
- Penalties (Garbage; Parking)

### **VIPER Radios Question**

The Council discussed the Viper Radio System grant and the possibility of losing the 40% discount if the Council decided to delay the purchase in hopes of receiving the grant.

MAYOR PRO-TEM DEVITA MADE A MOTION TO PROCEED WITH THE VIPER RADIO SYSTEM PURCHASE AS INCLUDED IN THE 11/12 BUDGET. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

### **Public Comments**

Mac Nelson 401 30<sup>th</sup> Street – Informed the Council of inappropriate behavior occurring on the South Carolina portion of Bird Island and requested to Council to contact South Carolina Law Enforcement.

Councilwoman Scott thanked Lisa Massey and her department for their proactive approach to the July 4<sup>th</sup> holiday.

### **Adjournment**

COUNCILMAN SHERRILL MADE A MOTION TO ADJOURN THE JULY 19, 2011 WORK SESSION. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Town of Sunset Beach**

*Ronald F. Klein, Mayor*

Submitted by:

*Lisa Anglin, Town Clerk*

**\* July 19, 2011 Work Session Minutes approved August 1, 2011**